

Memo

To: Tom Johnston
From: Nigel Boeg, Technical Services Librarian
Dr. Heezen, Library Director
Date: 10/1/2008
Subject: DPO for book materials.

The library requests to encumber \$25,000 with BWI to be spent on materials for the Children's and Youth collections. Materials will be acquired in the areas of fiction, non fiction, best sellers, DVD's, music, replaced outdated material, damaged material, and keep current with materials that are award winners.

These funds will purchase approximately 1,000 items that will enhance the collection for the community and maintain our accreditation with the Texas State Library. This will also move the library forward to become a library of excellence in the future.

BWI has a contract with the North East Texas Library System which we are members.

Available funds, which are located in the Capital Account 36565000-79480-09100, total \$412,233.